Department of
Licenses and Inspections
CITY OF PHILADELPHIA

eCLIPSE
Electronic Commercial Licensing, Inspection, and Permit Services Enterprise

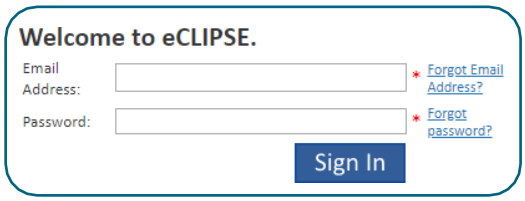
How to register a new special inspector license or a new special inspection agency license in eCLIPSE

Step 1: Sign into **eCLIPSE**

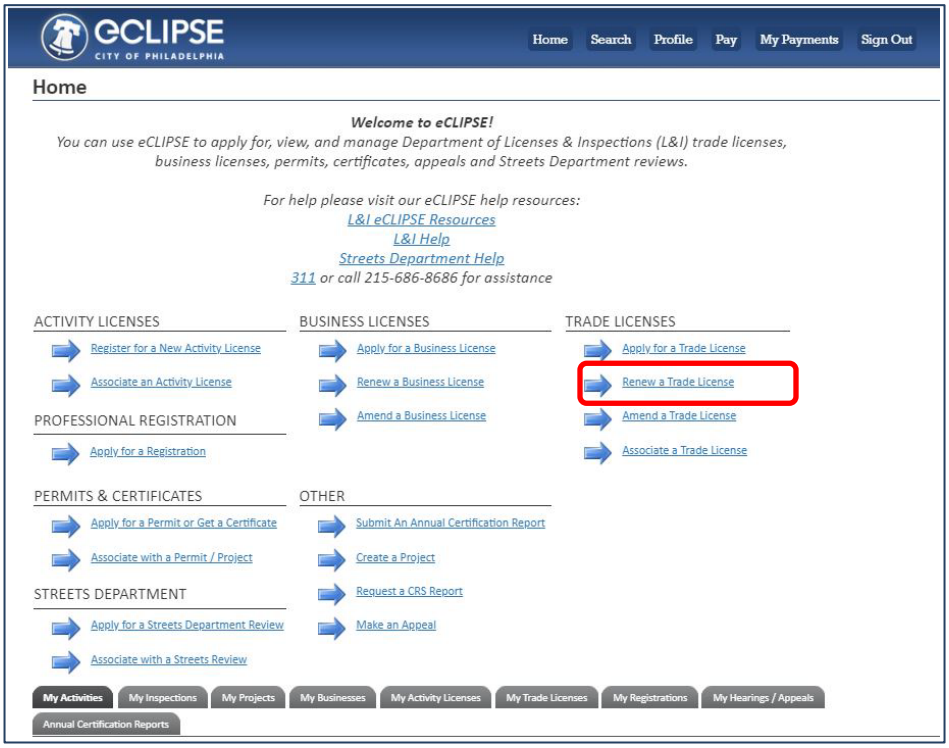
Step 1.1: Go to https://eclipse.phila.gov

Step 1.2: Enter your registered email address and password.

Step 1.3: Click 'Sign In'.



Step 2: On the homepage, click on 'Apply for a Trade License'.



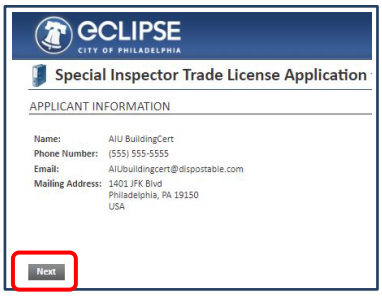
Step 3: From the pulldown arrow, select either the *Special Inspector* or *Special Inspection Agency*. Then click 'Start Application' to proceed to the next steps.

Note: *To apply for a Special Inspection Agency, you will be required to select valid inspectors. If your inspectors have not been licensed yet, do not start the application.*

- **For special inspector license applications, go to page 2 for next steps.**
- **For special inspection agency license applications, go to page 3 for next steps.**

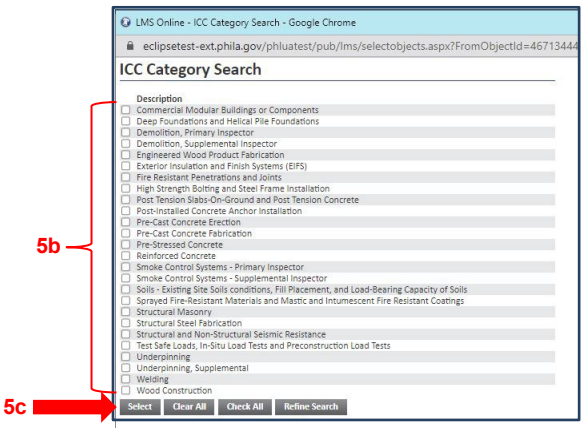
Application for a new Special Inspector license:

Step 4: Verify the applicant information and click the ‘Next’ button to proceed.



Step 5: Select the appropriate ICC Categories for the Special Inspectors.

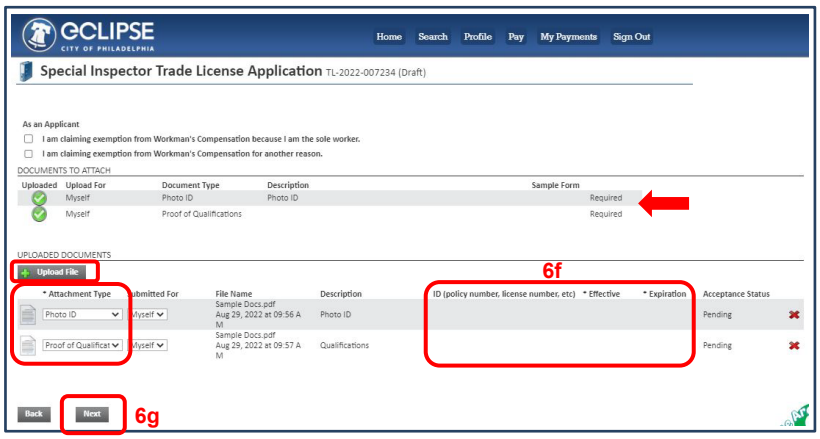
- **Step 5a**: Click on the ‘ICC Category’ button to open the ICC Category Search window.
- **Step 5b**: Check each box next to the categories you want to add.
- **Step 5c**: Then click the ‘Select’ button to close the window. The selected categories will automatically populate.
- **Step 5d**: Select the ‘Next’ button to proceed to the next page of your application in eCLIPSE.

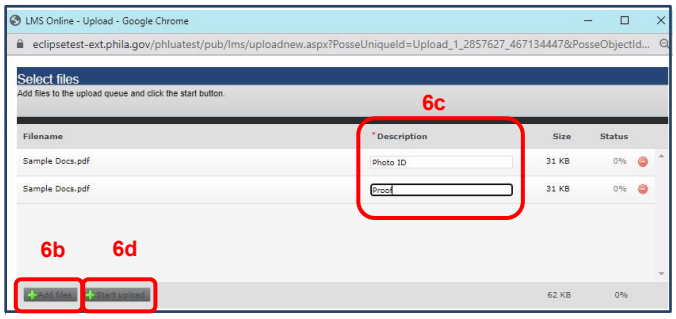


Step 6: Upload required documentation.

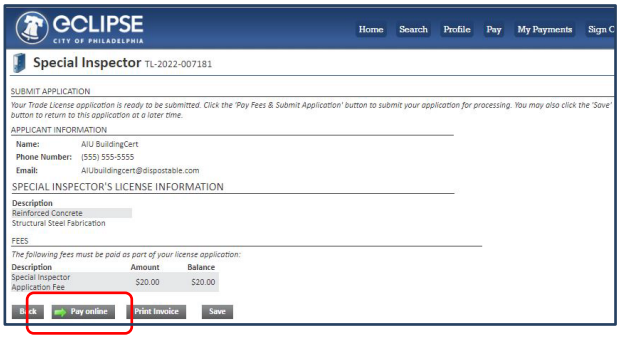
- **Step 6a**: Click on the ‘Upload File’ button.
- **Step 6b**: In the pop-up window, click the ‘Add files’ button and select the appropriate files to upload.
- **Step 6c**: Enter a description for each file.
- **Step 6d**: Click the ‘Start upload’ button. The attachments will automatically populate.
- **Step 6e**: Select the ‘Attachment Type’ from the pull-down arrow for each file.
- **Step 6f**: Enter policy number, effective date and expiration date (if applicable).
- **Step 6g**: Click on the ‘Next’ button to proceed to the next page of the application.

Note: The documents identified as “*Required*” must be uploaded to submit the application.





Step 7: Verify the information entered is correct, then click on the 'Pay online' button and enter payment information to submit your application.



Application for a new Special Inspection Agency license:

Step 4: Verify the applicant information and click the 'Next' button to proceed.

Step 5: Select the 'Activity License #' from the pull-down arrow and select the 'Next' button.

Step 6: Select the categories for which your agency has accreditation.

Step 6a: Click on the 'Add Category' button.

Step 6b: From the pull-down arrow, select the appropriate category.

Step 6c: Check the box if your agency is accredited.

Step 7: To add a supervising professional engineer, click on the 'Add Supervising Professional Engineer' button and enter the applicable contact information.

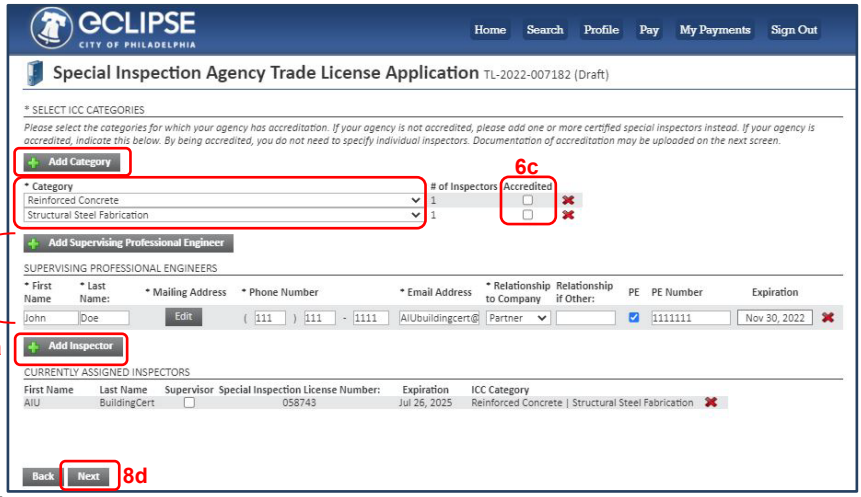
Step 8: If your agency is not accredited, you can add one or more certified special inspectors.

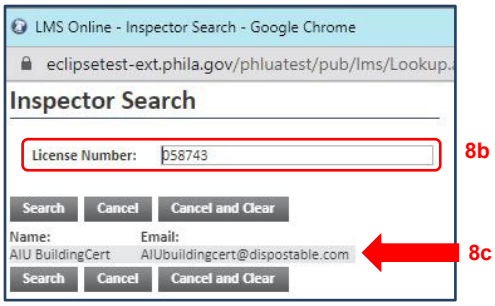
Step 8a: Click on the 'Add Inspector' button and a pop-up window will appear.

Step 8b: In the pop-up window, enter the 'License Number' and click 'Search'.

Step 8c: Click on the name and it will automatically populate on the application.

Step 8d: Click on 'Next' to proceed to the next page of the application.





Step 9: Upload required documentation.

Step 9a: Click on the 'Upload File' button.

Step 9b: In the pop-up window, click the 'Add files' button and select the appropriate files to upload.

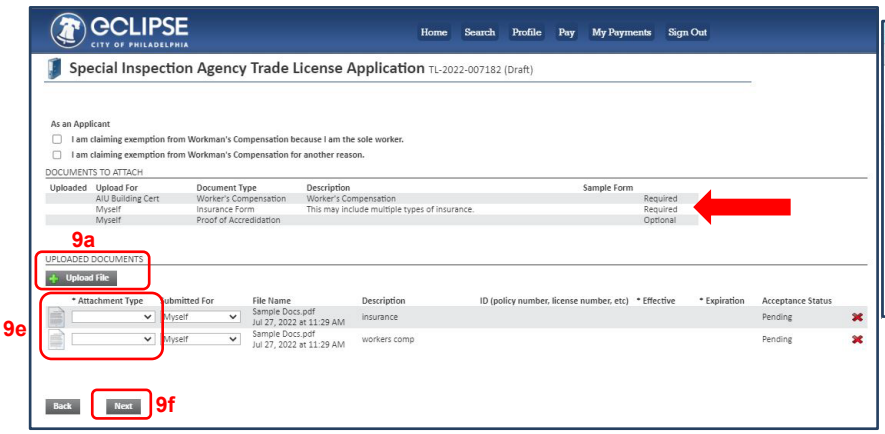
Step 9c: Enter a description for each file.

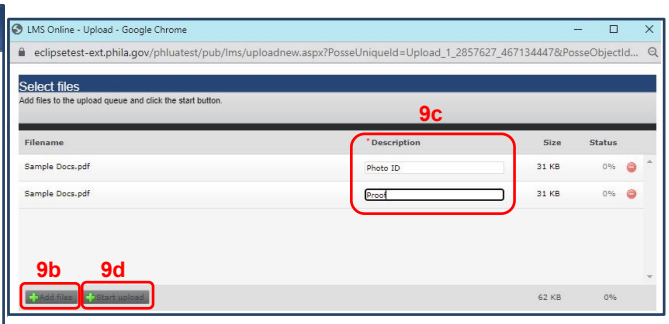
Step 9d: Click the 'Start upload' button. The attachments will automatically populate.

Step 9e: Select the 'Attachment Type' from the pull-down arrow for each file.

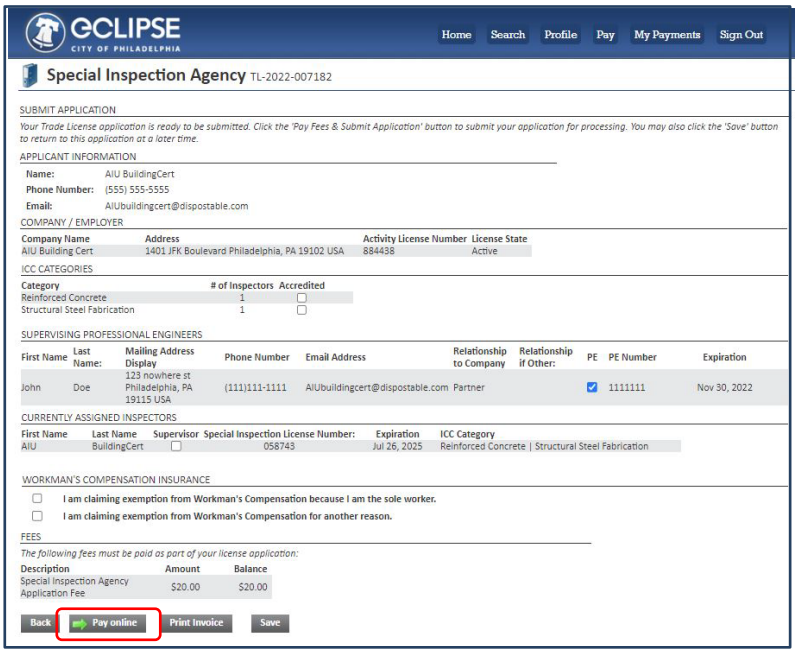
Step 9f: Click on the 'Next' button to proceed to the next page of the application.

Note: The documents identified as "*Required*" must be uploaded to submit the application.





Step 10: Verify the information entered is correct, then click on the 'Pay online' button and enter payment information to submit your application.



How do I add a new category to an existing license?

Step 1: If you have an existing Special Inspector License and want to add a new category, you must submit a Trade License Amendment (with supporting documentation) to your Special Inspector License. This step is not required if your Special Inspection Agency License was approved upon accreditation.

Step 2: After the change to the Special Inspector License has been approved, submit a Trade License Amendment to a Special Inspection Agency License to add this category or an inspector to your existing license.

Questions? Need Assistance? Call 311 or 215-686-8686 (if outside Philadelphia) or submit an online help form.